# What's Metadata Got to Do with It: What You See Is What We Get

April 5, 2006

Moderator: Ms. Tanny Franco
tfranco@dtic.mil

Approved for Public Release
U.S. Government Work (17 USC§105) Not copyrighted in the U.S.

# What's Metadata Got To Do with It

## Speakers


### Defense Technical Information Center

Ms. Tanny Franco

Ms. Cherie Lee

Ms. Bonnie Klein

Ms. Monica Butteriss

# What's Metadata Got To Do with It

## *Welcome*

- Importance of metadata and its relation to the STINET bibliographic record
- Role of DTIC's *Cataloging Guidelines*
  - *http://www.dtic.mil/dtic/pubs/catlines.html*
- Role of the Report Documentation Page, Standard Form (SF) 298 and the bibliographic record
- Our focus today is on creating metadata and identifying roadblocks

# DTIC'S Technical Reports Collection

2006 Conference 2006 Conference 2006 Conference 2006 Conference 2006 Conference 2006 Conference 2006 Conference 2006 Conference 2006


## Ms. Cherie Lee

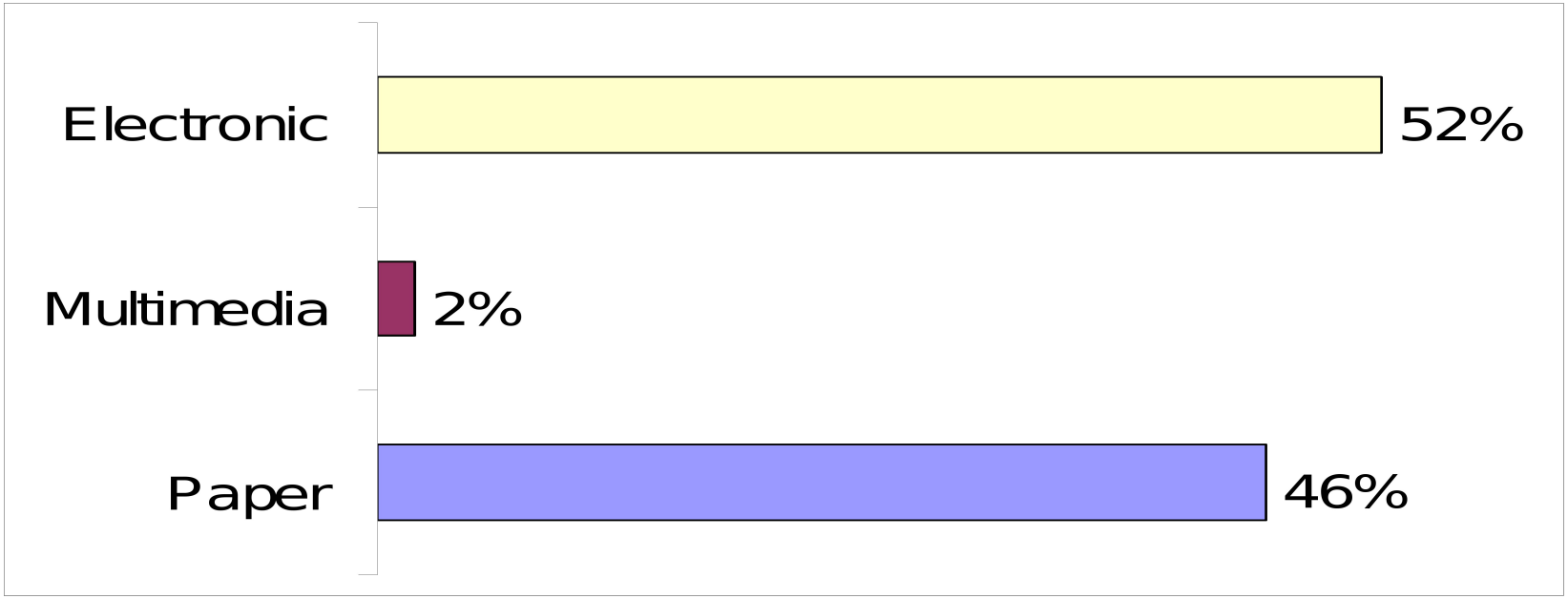
Defense Technical Information Center

Technical Information Specialist

# DTIC'S Technical Reports Collection



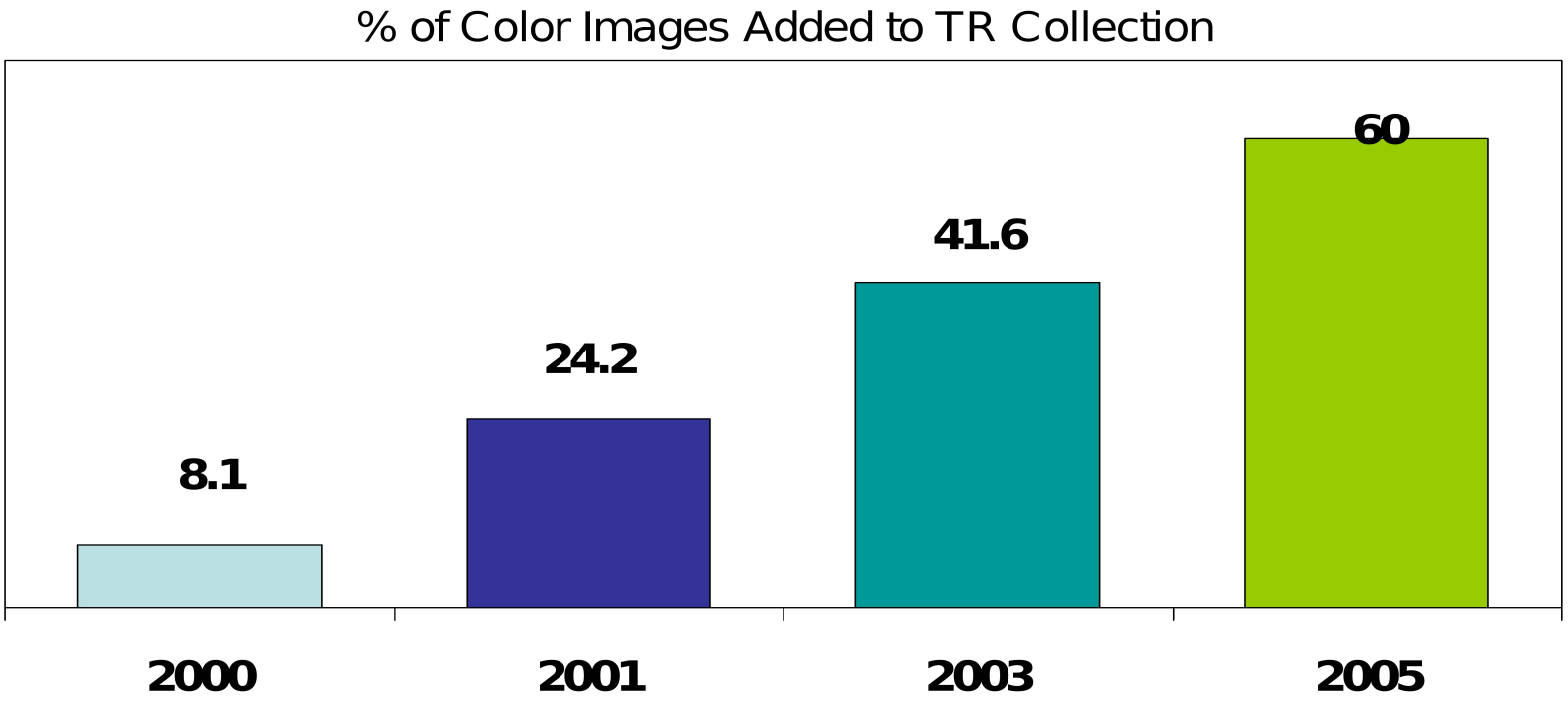
Currently, DTIC has over 2 million bibliographic records in its Technical Reports Collection. For FY05, contributors submitted technical reports via the following formats:



# DTIC'S Technical Reports Collection



In addition, the submission of technical reports with color images has increased.



# Importance of Metadata

With the uniqueness and vastness of technical reports submitted to DTIC by our contributors, the accuracy and completion of metadata is a very important element in preparing the bibliographic record.

Accuracy and completion of metadata aids DTIC with:

- Timeliness for the production of the bibliographic record onto STINET
- Alleviation of extra communications and time spent to correct roadblocks
- Assurance that the bibliographic record contains information that our contributors want

# Metadata Processing Stages

Metadata provided in technical reports are used in different processing stages to build the bibliographic record in STINET.

DTIC captures metadata in the following processing stages:

- Selections
  - Title, Report date and Distribution statement
- Citation Build
  - Report numbers, Performing organizations, Monitor/Sponsor organizations, and Supplementary notes
  - Abstract and Subject terms indexing
- Quality Assurance (QA)
  - All metadata are checked for placement and accuracy prior to submission for storage on STINET

# Roadblocks

**Ms. Bonnie Klein**

Defense Technical Information Center

Technical Reports Team Leader

# Roadblock #1
# Distribution Statements

- Incomplete
- Conflicting
  - *SF298 vs. Document Cover*
- Inappropriate
- None

# Roadblock #1
## Incomplete Distribution Statements

- Guidance
  - DoDD 5230.24 Distribution Statements on Technical Documents
    http://stinet.dtic.mil/stinfo/data/DoDD_523024.pdf

- Applies to classified and unclassified Scientific Technical Information (STI)

- Distribution statements have four components
  - *Audience* authorized to receive the information without further approval of the controlling office
  - *Reason* for the audience limitation
  - *Date* of determination
  - *Controlling office*

# Roadblock #1a
## Incomplete Distribution Statements
## Audiences

- Distribution A:  Public Release
- Distribution B:  US Government Only
- Distribution C:  US Government & Contractors
- Distribution D:  DoD & Contractors
- Distribution E:  DoD only
- Distribution F:  Further dissemination as directed
- Distribution X:  Export Control

# Roadblock #1a
## Incomplete Distribution Statements
## Reasons

Two may be used:

- Administrative/Operational Use
- Contractor Performance Evaluation
- Critical Technology **
- Direct Military Support **
- Foreign Government Information
- Proprietary Information
- Test and Evaluation **
- Premature Dissemination
- Software Documentation
- Specific Authority

- ** ***Also subject to Export-Control***
  DODD 5230.25 Withholding of Unclassified Technical Data From Public Disclosure
  http://www.dtic.mil/whs/directives/corres/html2/d523025x.htm

# Roadblock #1a
## Incomplete Distribution Statements
## Date of Determination

- Could be:
  - Date of the report
  - Date of the contract or other agreement

- ***Not*** the date of submission:
  - to the controlling office or
  - to DTIC

# Roadblock #1a
## Incomplete Distribution Statements
## Controlling Office

- Further requests for this document shall be referred to [*Controlling Office*]
  - ***PLEASE GIVE THE FULL CONTROLLING OFFICE NAME -*** not just the acronym, and provide a complete address

- The controlling office is the entity that:
  - Sponsored the work which generated the technical document.
    This entity could be a DoD or US government civilian agency, a foreign government or a international alliance such as NATO.
  - Or received the technical document on behalf of DoD

- The controlling office is *NEVER a contractor*.
  The Contracting Officer's Technical Representative (COTR) directs the contractor as to the appropriate DoD Distribution statement for deliverables.

# Roadblock #1b
# Conflicting Distribution Statements

- SF298
  - *Not provided for many new and most older documents*

  VS.

Document Cover

  - *DTIC uses as the primary source*
  - *Plus other markings & text*

# Roadblock #1b
## Conflicting Distribution Statements
## "For Official Use Only"

- FOUO is a marking that may be applied to unclassified information.
  - and may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).
- FOUO may be used in conjunction with a distribution statement.
  - C4.1.5. Distribution Statement. Information in a technical document that requires a distribution statement pursuant to DoD Directive 5230.24 (reference (x)) shall bear that statement and may be marked FOUO, as appropriate.
- If the only marking is FOUO, the audience is Dist E: DOD only
  - C4.3.1.1. FOUO information may be disseminated within DoD Components and between officials of DoD Components and DoD contractors, consultants, and grantees to conduct official business for the Department of Defense.
- **Guidance**
  - DoD 5400.7-R, "DoD Freedom of Information Act Program, " 09/1998 http://www.dtic.mil/whs/directives/corres/text/p54007r.txt CHAPTER 4 - FOR OFFICIAL USE ONLY
  - DOD5200.1R, Appendix C

# Roadblock #1c
## Inappropriate Distribution Statements
## Reason: Proprietary Information

- Definition:

  To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the government.

- Six Legends (Authority:  DFARS 252.227)
  - Government Purpose Rights
  - Limited Rights (for technical data only)
  - Restricted Rights (for computer software only)
  - Special License Rights
  - Small Business Innovation Research (SBIR) Program
  - Pre-existing markings authorized under a previous Government contract

- Contractors should be discouraged from using "*Company Confidential*" or "*Confidential*" which could be mistaken for classification.

# Roadblock #1c
## Inappropriate Distribution Statements
## Reason: Proprietary Information

- Proprietary information is limited to:
  - Distribution B: US Government Only or
  - Distribution E: DoD only
- Further release governed by
  - Contract terms and
  - Non-disclosure agreements
- Small Business Innovation Research (SBIR)
  - Generally protected for a period not less than 5 years from the date of the accepted final report
  - Protection period could be extended through subsequent phases

# Roadblock #1c
# Inappropriate Distribution Statements
# Copyright

- Copyright is not a reason for nondisclosure
- Copyright legend *alone* does not limit distribution to B-F. Reasons that *do not apply* are:
  - Proprietary Information
  - Specific Authority
- Copyrighted information could be Distribution A if:
  - Approved for public release and
  - Publicly available and
  - Government has a government purpose license
- DTIC may limit display of public release copyrighted material to Private STINET only (1, 20) depending on government data rights

# Roadblock #1d
# No Distribution Statement

- Only the controlling office can determine distribution
  - If DTIC cannot identify the controlling office or
  - If DTIC does not get a reply from the controlling office or higher authority after 30 days

- DTIC may assign Distribution F
  - Adds to the repository
  - When the document is requested, makes another attempt to identify and get a response from the controlling office

# Roadblock #1d
## Distribution Statement
## DTIC Guidelines & Practices



- If the only document marking is "FOUO," use distribution statement "E" DoD Components only.
- If the document is dated before1961, use distribution statement "E" DoD Components only and the reason "Administrative or Operational Use".
- If the document is dated after 1961, use distribution statement "F" Further Dissemination.
- If the document is marked "Proprietary Information," use distribution statement "B" US Government agencies only.
- If the document is marked "SBIR," use distribution statement "B" US Government agencies only and the reason "Proprietary Information".
- For new documents without distribution statements, 30 days after failed attempts to get a statement, use distribution statement "F" Further Dissemination.
- Except for RTO and SACLANT, all other NATO documents are distribution statement "C" and the reason "Foreign Government Information" with Central US Registry as the sponsoring agency.
- If the distribution statement is missing a reason and there are no other markings, use "Administrative or Operational Use".

# The Art of Analysis

**Ms. Monica Butteriss**

Defense Technical Information Center
Subject Analysis Branch Team Leader

# The Consummate SF298

## *The Roadmap to Citation Build*

# The Art of Analysis

- Report Date- *Is this document old or new?*
  - Date the report was written or published, not the date the SF298 was completed
    - Affects placement in queue and order of processing
    - May misrepresent “state of the art” nature of the research
- Title- *The cover page is where it’s at*
  - Enter the title/subtitle of the report, not the project or contract name, and without abbreviations
- Funding Numbers- *Where’s the contract number?*
  - Include all applicable funding numbers related to the report
    - Important for retrieval purposes

# The Art of Analysis

- Author(s)- *The gang's all here*
  - Maximum of 10 names can be entered in this field; keyed in according to the order of appearance on the report cover or title page or first page of a journal article
- Performing Organization- *I need a source code!*
  - Complete names and addresses are needed to determine whether or not a contributor is already listed in our database (please, no acronyms)
- Sponsor/Monitor- *Who is ARDC?*
  - Complete names of agencies, especially divisions or branches, will ensure that the proper agency receives credit
    - Only one sponsor/monitor is used as the "monitor of record;" (according to contract number). Additional sponsors are listed in the Supplementary Note field

# The Art of Analysis

- Distribution Statement- *Houston, we have a problem…*
- Supplementary Note- *Everything you wanted to know about the document but didn't know where to put it*
  - Additional information pertaining to the document such as conference information, extra data from other fields, disclaimers, collaborations, publication information
- Abstract- *Thank goodness for cut & paste*
  - Brief (2000 characters/approximately 200 words) summary of the report
    - If no abstract is present, alternative sources are introduction, executive summary, first paragraph. If the provided abstract is too long, editing will occur
    - Does this look like a "mu" to you? Verbalization/transliteration of Greek symbols, chemical and mathematical formulas
    - Classified vs. Unclassified

# The Art of Analysis

- Subject Terms- *Hi Ho, Hi Ho, off to find terms I go…*
  - Key words or phrases that identify major concepts of a report
    - Additional sources are title, abstract, introduction, conclusion, bibliography, table of contents
    - Descriptors and Identifiers
    - Machine Aided Indexing
    - Classified vs. Unclassified
- Security Classifications- *Who gets to see what*
  - Classification of report, abstract, and the SF298 page
- Limitation of Abstract- *Land of confusion*
  - For limited documents
  - Is used to assign distribution limitation to the abstract
    - SAR, UL, blank vs. UU

# Points of Contact

**Ms. Cherie Lee**
Defense Technical Information Center
(703) 767-9017 DSN 427-9017
clee@dtic.mil

**Ms. Bonnie Klein**
Defense Technical Information Center
(703) 767-8037 DSN 427-8037
bklein@dtic.mil

**Ms. Monica Butteriss**
Defense Technical Information Center
(703) 767-9030 DSN 427-9030
mbutteri@dtic.mil

# What's Metadata Got To Do with It

Questions?

Future topics?

***Thank you***